

# SEVENOAKS SCHOOL

## JOB DESCRIPTION



### Appointment of Deputy Head Outreach From September 2018





## The School

Founded in 1432, Sevenoaks enjoys a global reputation as a centre of academic excellence and a flagship school for the International Baccalaureate. A co-educational day and boarding school, it offers a stimulating, intellectually demanding and balanced education for pupils from the age of 11 to 18.

Inspiring facilities, together with expert, enthusiastic and imaginative teaching, provide rich opportunities for students participating in lessons, and a wide variety of sports and the performing arts.

The school's international make-up and outlook promote the principles of tolerance and open-mindedness. About 350 pupils board in the seven boarding houses, and students originate from some 40 countries worldwide.

In 2013 the Independent Schools Inspectorate (ISI) awarded Sevenoaks School the rare accolade of 'Exceptional' for its students' achievement. Sevenoaks was also the highest performing fully co-educational school, and the one with the largest cohort, in *The Sunday Times* Parent Power's top 50 fee-paying schools for the IB in 2015. In November 2017 we were, for the second time in ten years, awarded *The Sunday Times* Independent Secondary School of the Year.

This excellence is achieved by bright, motivated students, inspired by highly qualified and

dedicated teachers in well-resourced classrooms. The school has over 150 teaching staff, well supported by a large number of ancillary staff. A professional pastoral team of specialist tutors, boarding house staff and year heads give care and guidance, promoting student welfare and happiness. The mutual respect shared by students and staff generates a harmonious and purposeful atmosphere.

## The Campus

The school is situated in the Kent market town of Sevenoaks, and has a prime position at the top of the High Street. The 100-acre site, which includes a number of listed buildings, is beautifully landscaped and adjoins the medieval deer park of Knole. London is only a 30-minute train journey away. Gatwick International Airport is also only 30 minutes away, and there are good transport links to other London airports and the Channel Tunnel.

The school's first-class resources and facilities include a superb sports centre (The Sennocke Centre) opened in 2005. A state-of-the-art performing arts centre (The Space), which provides four outstanding venues for music and drama, was opened in 2010. The next major projects currently underway are a Science & Technology Centre and a Sixth Form Global Study Centre, which will open in 2018, and new boarding accommodation which should be ready for occupation by 2019.



## Teaching at Sevenoaks School

Teaching here is immensely rewarding; we work in high-performing teams towards a shared endeavour. Everyone appointed to teach at Sevenoaks School is expected to actively engage in all aspects of our broad and well-rounded education.

We want all our pupils to enjoy their subjects, to be inspired by their teachers and to become independent, lifelong learners. Teachers are enthusiastic and well-qualified graduates. We have an exceptionally lively, talented and committed staff body. We welcome applications from experienced teachers and newly-qualified teachers but can also provide training including PGCE for those joining the profession at whatever stage. All new staff undertake a comprehensive induction programme. Sevenoaks is committed to supporting its staff with training and professional development tailored to staff needs and interests.

All teachers are involved in pastoral care. All participate in the co-curriculum and, as our outreach activities expand, contribute to our work with local schools. Teachers at Sevenoaks are innovative and forward-thinking and over 60 staff are involved in the Institutes of Teaching & Learning, Higher Education & Professional Insight, and Service & Entrepreneurship, shaping further development and initiatives for students and staff alike.

## Curriculum

At every stage, we offer a broad, deep and integrated curriculum. Every pupil is encouraged to be curious, creative, critically aware, and to develop his or her passion and talent to the full. Life is fast-paced, dynamic, and expectations are high. At the same time, the school seeks to cultivate in its pupils the habit of reflecting on their learning, and on how they contribute to society more broadly. Ambitious and principled, confident and compassionate, our pupils are prepared for leadership and teamwork in the wider world.

Regular assemblies, tutor group meetings and a programme of talks help the social and emotional understanding in our pupils, and a long tradition of voluntary service and local and international charity projects advances a core set of values across the student body.

In order to support our ethos and aims, we have developed a number of Sevenoaks School Certificate courses (SSCs), which students take instead of GCSEs, in English Literature, the Expressive Arts and Technology. The SSCs (which are fully recognised by UCAS) give teachers the independence and creative scope to shape a richly satisfying curriculum. In Years 9-11 all students take courses in critical thinking developed by the school – *Critical Perspectives* and *Ten Ideas That Changed the World*. The Middle School Diploma, launched in Year 9 in September 2017, recognises the learning that takes place



both within and outside the classroom and seven core values: creativity, independent learning, critical thinking, international understanding, collaboration, self-awareness and social responsibility.

All of the 400-plus Sixth Form students pursue the International Baccalaureate Diploma, a programme the school has delivered for nearly 40 years. The Diploma is the best preparation for university and for work in a world of global competition. Even more important, it genuinely develops a rich inner life in our students, opening their minds to connections and possibilities within and across the subject disciplines.

It is no surprise that our students leave Sevenoaks to study a wide range of courses in the UK and around the world. All 210 leaving students each year progress to the world's top universities, including up to 25% to Oxford and Cambridge, and 25 or more students to leading US and international universities. They do so with an enlarged capacity for independent thought and intellectual risk-taking, a strong appetite for learning, and equipped with the skills and personal qualities conducive to a happy and successful life.

## The Role: Deputy Head Outreach

This new post has been created to lead and shape our significant outreach activity and ambition, co-ordinating the wide range of external activities we currently undertake, and seek to develop, locally, nationally and internationally.

The Deputy Head Outreach will work alongside the existing Deputies (Pastoral, Academic and Co-curricular), reporting to the Head. The Senior Deputy co-ordinates the work of all four Deputies, and all five senior posts work closely with the Head and Bursar on strategic and operational matters.

The Deputy Head Outreach will play an important role overseeing and harmonising existing external activities, including Marketing, Communications, Development, and Admissions. He or she will be responsible for overseeing the leadership and management of existing community outreach programmes: our sponsorship of Knole Academy, our work with 26 Kent IBCP schools in the maintained sector, our role as hub for the local primary school cluster involving 29 primary schools, and the Kent Academies Network (KAN) university access scheme. In addition, Governors have recently approved the launch of a Sevenoaks Summer School, building on the strengths of existing IB revision courses. A Summer School Director will be appointed, with the aim of expanding a broader external educational programme. This role will report to the Deputy Head Outreach.



A number of other initiatives are part of the Deputy Head Outreach's remit: Sevenoaks School hosts a Science Gifted and Talented Summer School for Y5 state primary school children, and in 2014 this was expanded to Maths for Y6 pupils. To date approximately 760 students have participated in the summer schools and we are seeking to continue this commitment into the future. Our Physics department runs staff training sessions for local secondary schools. We have a Springboard scholar in the Sixth Form, and aspire to this being an annual offer.

The successful candidate will be committed to ensuring that the school continues to provide educational opportunities for the wider community. He or she will initiate and develop programmes and manage budgets effectively to harness our resources for maximum impact. They will work closely with the other Deputies and the Bursar, and support staff.

## Information for applicants

Sevenoaks School has its own generous salary scale. Accommodation or relocation expenses may be available, and fee discounts for the children of members of staff are available (subject to the usual entry requirements). Further information about the school can be obtained from the school's extensive website: <https://www.sevenoaksschool.org/home>, including more about working at Sevenoaks [https://](https://www.sevenoaksschool.org/about-us/vacancies/working-at-sevenoaks)

[www.sevenoaksschool.org/about-us/vacancies/working-at-sevenoaks](https://www.sevenoaksschool.org/about-us/vacancies/working-at-sevenoaks)

Applicants should complete the application form in full. Guidance for completion of the form is downloadable from our website. Note that Part 6 must show a complete history of employment, and should continue on a separate sheet of the application form if necessary. Please submit the completed application form, covering letter and CV by post to:

The Personnel Department  
Sevenoaks School  
Sevenoaks  
Kent TN13 1HU

Tel: 01732 467740; email: [pa@sevenoaksschool.org](mailto:pa@sevenoaksschool.org).

Applications should be submitted by **midday on Friday 26 January 2018**.

It is envisaged that interviews will take place from 7 February, but may take place earlier. The school retains the right to interview suitable applicants and appoint before the deadline.

The post holder has a responsibility to promote and safeguard the welfare of children and young persons for whom he or she is responsible, or with whom he or she comes into contact, and will adhere to and ensure compliance with the school's Child Protection Policy Statement at all



times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he or she must report any concerns to the school's Designated Safeguarding Lead or to the Head.